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Minutes, College of Arts & Sciences Faculty Meeting, January 31, 1977

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MEMORANDUM

ROLLINS COLLEGE

FROM: Barry Levis, President of the Faculty

DATE: January 5, 1976

TO: All Faculty

During the Fall Term, the Council has been examining the existing Committee structures to determine ways of streamlining and rationalizing the system. On January 19 a Faculty Forum will be held in the Faculty Club at 10:45 a.m. to discuss these changes. The regular Winter Term Faculty Meeting on January 31 will then consider these changes for appropriate action. In the meantime, I want all members of the faculty to have an opportunity to see the proposal in advance to allow them to comment on it before it is finalized. After reading the proposal, please send me any criticisms and suggestions prior to the January 17 meeting of the Council. Please bring the attached material to the January 19 Faculty Forum.

The main features of this proposal include the following:

- (1) The number of standing committees has been reduced from five to four.
- (2) The total number of faculty and students serving on committees has been reduced.
- (3) The functions of the committees have been reorganized to avoid as much overlap and ambiguity as possible.

Educational Policy

curriculum
library
admissions
financial aid
scholarships
academic standards
honors programs
advising
teaching loads

College Life

student life
student government
co-curricular activities
athletics
student housing
student publications
college communications
Faculty Appeals Board

Professional Development

appointments

Graduate & Evening Programs

All matters relating
to these programs

- (4) The Vice-President and Treasurer has been made a member of the Council which will now act as a Finance Committee to the Senate.
- (5) A means has been provided to deal with emergencies in a shorter amount of time.
- (6) The Council will be given the authority to settle questions involving the interpretation and meaning of the Bylaws or Faculty and Senate legislation.

Article IX

COMMITTEES OF THE COLLEGE

The Faculty, through the Senate and Council, as provided in these Bylaws, has delegated certain of its functions to standing committees. No faculty member shall serve on more than one standing committee at a given time. Faculty members shall be elected to standing committees of the College during the month of April.

Section 1. The Standing Committee on Educational Policy

A. MEMBERSHIP: The membership shall consist of the Provost; the Vice Provost; the Director of Admissions; the Director of Libraries; and sixteen faculty members, one elected from each department, including the Department of Physical Education. Eight students shall be elected by the Rollins Student Association to serve on this Committee.

B. TERM OF OFFICE: Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. REPRESENTATION: The Committee shall elect two representative to the Senate as provided for in Article VI, Section 2,B (5) and Section 2,C (1a).

D. DUTIES AND RESPONSIBILITIES: The Standing Committee on Educational Policy shall establish and review academic goals and policies (except for the graduate and evening programs) regarding the curriculum, all matters relating to the libraries including the determination of financial needs for library materials and the allocation of funds, student admissions and financial aid, student scholarships, external scholarships, academic standards, the honors degree program and the honors at graduation program, academic advising, and faculty teaching loads.

E. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

F. PROCEDURES: The Standing Committee on Educational Policy shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such sub-committees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the Faculty. Unless otherwise stated in these Bylaws, the Standing Committee on Educational Policy shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 2. The Standing Committee on College Life

A. MEMBERSHIP: The membership shall consist of the Provost (or his/her designated representative), the Dean of Student Affairs, the Dean of the Knowles Memorial Chapel, a representative of the development and public relations officials designated by the President of the College, and ten faculty members (two faculty members elected from each Division by the Division, one faculty member elected by and from the Department of Physical Education and Athletics, and a faculty member elected by and from the Library faculty). Eight students shall be elected by the Student Association to serve on this committee.

B. TERM OF OFFICE: Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. REPRESENTATION: The Committee shall elect two representatives to the Senate as provided for in Article VI, Section 2, B (5) and Section 2, C (1a).

D. DUTIES AND RESPONSIBILITIES: The Standing Committee on College Life shall establish and review goals and policies regarding student life and co-curricular activities; student publications; intercollegiate, intramural, and recreational programs, in consultation with the Director of Athletics and the Director of Physical Education; student housing; student government; and college communications. The Committee shall elect two faculty representatives to attend meetings of the Student Association governing body and to act in an advisory capacity. It shall elect one faculty adviser to the Student Center's Board of Directors. It shall approve annually the appointments by the Publications Union of two faculty members to serve on that body. It shall elect from its membership three faculty members for the Faculty Appeals Board and shall establish and define rules of procedure for the Faculty Appeals Board.

E. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

F. PROCEDURES: The Standing Committee on College Life shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such subcommittees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the Faculty. Unless otherwise stated in these Bylaws, the Standing Committee on College Life shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 3. The Standing Committee on Professional Development

A. MEMBERSHIP: The Standing Committee on Professional Development shall consist of the Provost (or his/her designated representative), ten faculty members (two faculty members from each division, one faculty member elected by the Department of Physical Education, and one faculty member elected by the Library faculty), and four students elected by the Student Association.

B. TERM OF OFFICE: Each faculty members shall be elected for a two-year term of office and each student for a one-year term of office.

C. REPRESENTATION: The Committee shall elect two representatives to the Senate as provided for in Article VI, Section 2 B(5), and Section 2, C (1a).

D. DUTIES AND RESPONSIBILITIES: The Standing Committee on Professional Development shall establish and review criteria, standards, and guidelines for faculty appointments, reappointments, granting of tenure, promotion, continuous tenure, professional ethics, and faculty evaluation within the framework of these Bylaws. In times of financial stress that affect the hiring or retention of Faculty, the Standing Committee on Professional Development shall be consulted in three major areas: (1) the decision by the President and the Trustees that a condition of economic necessity exists or is imminent; (2) judgments determining where, within the overall academic program, termination of appointment may occur; (3) establishing of the criteria for identifying the individuals whose appointments are to be terminated. The Committee shall assure that the procedures shall be in accordance with regulation 4c of the AAUP Institutional Regulations on Academic Freedom and Tenure (AAUP Bulletin, Volume 60, No. 4, Winter 1974, pages 411 and 412). In addition, the Committee shall establish and review policy regarding faculty research; the faculty leave program; faculty attendance at professional meetings; and faculty non-academic concerns, reviewing biennially faculty fringe benefits, insurance and retirement plans and other faculty needs.

E. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

F. PROCEDURES: The Standing Committee on Professional Development shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such sub-committees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the Faculty. Unless otherwise stated in these Bylaws, the Standing Committee on Professional Development shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 4. The Standing Committee on Graduate and Evening Programs

A. MEMBERSHIP: The Standing Committee on Graduate and Evening Programs shall consist of the Provost (or his/her designated representative), the deans or directors of all the graduate or evening programs, and the director of the Patrick Air Force Base Branch; one full-time faculty member from each program elected by the faculty of his/her program; a student from each program elected by the students of his/her program; and two faculty-at-large elected by the Senate.

B. TERM OF OFFICE: Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. DUTIES AND RESPONSIBILITIES: The Standing Committee on Graduate and Evening Programs shall be responsible for all matters relating to the graduate and evening programs, the School for Continuing Education, and the Patrick Air Force Base Branch, except those covered in other sections of these Bylaws.

D. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

E. PROCEDURES: The Standing Committee on Graduate and Evening Programs shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such sub-committees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the Faculty. Unless otherwise stated in these Bylaws, the Standing Committee on Graduate and Evening Programs shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 5. Special Committees

Special committees of the faculty, administration, trustees, and students may be created if deemed appropriate and necessary by the President of the College, President of the Faculty, or the Board of Trustees. Such committees shall continue in existence for one year or less should the assignments of the committee so appointed be completed in less than one year. Committees so appointed shall be approved and confirmed by the Senate.

ADDITIONAL AMENDMENTS

Article VII, Section 1 add

"I. The Council shall act as the finance committee to the Senate.

- (1) It shall review all recommended policy to be forwarded to the Senate and report on its potential financial impact.
- (2) Meeting with the various heads of departments and directors of programs each fall, it shall review the draft budget call and make such recommendations to the Treasurer as are deemed suitable. Prior to the first submission of the annual budget to the Budget Committee of the Board of Trustees, it shall review the budget requests and proposed administrative actions and make recommendations to the Treasurer.

J. The Council shall have the authority to present recommendations directly to the Senate bypassing standing committee review, if by a two-thirds majority vote it considers the matter of such pressing importance that the delay resulting from following normal procedures would be detrimental to the College.

K. The Council shall insure that the terms of faculty members on the standing committees will be staggered.

L. The Council shall have the responsibility should any question of meaning arise to interpret actions taken by the faculty and the Senate and also these Bylaws subject to the restrictions set down in Article III, Section 6."

Article VII, Section 2,A add "The Vice-President and Treasurer";

Article VII, Section,C(1) add "and the Vice-President and Treasurer";

Article VI, Section 2 delete "The Chairperson of the Graduate Council";

Article VII, Section 1,H change "Professional Standards and Ethics" to "Professional Development";

Article VIII, Section 3,A(1) change "Academic Objectives Committee" to "Standing Committee on Educational Policy";

Article XI, Section 1,B(1) change "Four members of the faculty from the Standing Committee on Professional Standards and Ethics" to "three members of the faculty from the Standing Committee on College Life."

MEMORANDUM

ROLLINS COLLEGE

From: George E. Larsen,
Secretary of the Faculty

January 20, 1977

To: All Faculty Members

Copies To: President, Student Association; Public Relations

Subject: Winter Term Faculty Meeting

The winter term faculty meeting will be held on Monday, January 31, 1977 at 4 PM in Crummer Auditorium.

AGENDA

- I. Approval of minutes.
- II. Announcements and reports.
 - A. Dr. Levis
 - B. President Critchfield
 - C. Dr. Ling
- III. Business.
 - A. Change of Bylaws -- Article IX major revision, and other changes in Articles VI, VII, VIII and XI per memorandum of January 5 to all Faculty from the President of the Faculty, as amended by Annex A.
- IV. Other business.
- V. Adjournment.

PLEASE BRING YOUR COPY OF THE MEMORANDUM OF JANUARY 5 TO ALL FACULTY FROM THE PRESIDENT OF THE FACULTY!

G.E.L.

GEL:br
Attachment - Annex A

Annex A to Agenda for Faculty Meeting of Jan. 31, 1977

Article IX

Section 1A. MEMBERSHIP: The membership shall consist of the Provost; the Vice Provost; the Director of Admissions, the Director of Libraries, and the Registrar (or their respective designated representatives); and sixteen etc.

Section 2A. MEMBERSHIP: Ten students etc. (vice Eight)

Section 2D. DUTIES AND RESPONSIBILITIES: On line 5, add "issues" after "student housing".

Section 4A. MEMBERSHIP: The Standing Committee on Graduate and Evening Programs shall consist of the Provost (or his/her designated representative); the deans or directors of the continuing education program and the graduate programs in business, education, and criminal justice; one full-time faculty member teaching in each of these programs elected by the faculty of that program; a student from each of these programs elected by the students of that program; the Director of the Patrick Air Force Base Branch; and two faculty-at-large elected by the Senate.

Section 4D. VACANCIES: Should a student vacancy occur, the dean or director may appoint a student to complete the unexpired term.

RESULTANT FROM FACULTY FORUM, Jan. 19, 1977:

Article IX

Section 2A. MEMBERSHIP: Line 5 substitute: (two faculty members nominated by the Council from each Division, one from the Department of Physical Education and Athletics, and one from the Library faculty, all to be elected by the faculty).

Section 3A. MEMBERSHIP: identical to above.

Article IX, Preamble, Appointment, add: No faculty member may be nominated without his/her prior consent.

Article VII, Section 1D. substitute: The Council shall be the nominating committee for the election of officers of the faculty, for the representatives to the Senate of the academic divisions, for the faculty-at-large members of the Senate, and for the faculty members of the College Life and Professional Development Committees.

Article VI, Section 2B(2), line 3, delete "that department" and substitute "the Council".

Article VI, Section 3B(2), line 3, identical to above.

Article VI, Section 2B, final paragraph, substitute: Nominations of divisional representatives and representatives of the library faculty and the Physical Education and Athletics Department shall be made by the Council. The Council shall distribute lists of nominees to all faculty members at least one week before the Spring Term Faculty meeting. Nominations may be made from the floor.

PROPOSED BY KENNA C. TAYLOR:

Article IX, preamble, delete last sentence and substitute: A faculty member may serve on more than one standing committee.

AM 1/19/77

Annex A to Agenda for Faculty Meeting of Jan. 31, 1977

Article IX

Section 1A. MEMBERSHIP: The membership shall consist of the Vice Provost; the Director of Admissions, the Director of Libraries, and the Registrar (or their respective designated representatives); and sixteen etc.

Section 2A. MEMBERSHIP: Ten students etc. (vice Eight)

Section 4A. MEMBERSHIP: The Standing Committee on Graduate and Evening Programs shall consist of the Provost (or his/her designated representative); the deans or directors of the continuing education program and the graduate programs in business, education; and criminal justice; one full-time faculty member teaching in each of these programs elected by the faculty of that program; a student from each of these programs elected by the students of that program; the Director of the Patrick Air Force Base Branch; and two faculty-at-large elected by the Senate.

Section 4D. VACANCIES: Should a student vacancy occur, the dean or director may appoint a student to complete the unexpired term.

Section 2D. DUTIES AND RESPONSIBILITIES: On line 5, add "issues" after "student housing".

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Taped

Faculty 1/31/77

From: George E. Larsen, Secretary of the Faculty

February 1, 1977

To: All Faculty Members
President, Student Association
Public Relations Office

Subject: Faculty Meeting, January 31, 1977, Minutes

- I. The regular winter term faculty meeting was held on Monday, January 31, 1977 at 4 PM in the Crummer Auditorium with Dr. Barry Levis presiding. There were 60 members present and 56 absent, some of whom are off-campus for winter term or on professional leave. The following were absent:

Amlund, Dale
Anderson, Alexander
Bonnell, Peter
Bowers, John
Brockman, Thomas (ill)
Burnett, Carol
Campbell, Roger
Carlo, Alphonse
Cochran, George (out-of-town)
Coffie, Boyd
Copeland, Norman
Cotanche, Deloit
Darrah, Theodore
Edge, Hoyt
Edmondson, Charles
Edwards, Kathryn
Falk, Dean
Hallam, Hallie Lu
Harblin, Thomas
Hellwege, Herbert
Hill, Donald
Howell, Gordon
Jones, Arthur
Jucker, Edwin
Juergens, Robert
Justice, Joseph
Kahn, Michael
Kane, Steve

Lairson, Thomas
Lane, Jack
Larned, Ronald
Lemon, Robert
Lineham, Thomas (ill)
Mack, Virginia
MacKenzie, Jean
March, William
Meisel, Harry
Miller, Elinor
Naleway, Ralph
Peterson, Thomas
Phelan, Walter
Planck, Carolyn
Richard, David
Rosazza, Ross
Roth, Raymond
Russell, Wanda
Scheer, Edward
Sedwick, Frank
Stadt, Bessie
Stewart, Marilyn
Upson, James
Weiss, John
Welsh, Charles
Wolfe, Richard
Woodbury, Ward
Zellers, Charles


- II. The minutes of the faculty meeting of September 20, 1976 were approved.
- III. Dr. Critchfield announced that the IRS regulation to make tuition remission taxable has been withdrawn. One of the trustees, Warren Hume, has donated \$5,000 to the faculty research fund, making the total available \$15,000. Leonard Firestone has become a trustee and will attend the February 18 board meeting. Two other new trustees will also attend. It is expected the Board of Trustees will decide to launch a new endowment program in excess of \$20 million, to be raised by 1985, for Rollins 100th birthday. It will not be announced

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publicly until well under way, perhaps by 1980. A memo from Vice President Zellers will announce increased premiums for the health insurance program. Various alternatives were considered by the Academic Objectives Finance Subcommittee and the Council, and the plan adopted appears best. Dr. Griffin has been working on means of improving our retention rate of freshman ultimately graduating. Last year 51% of the students who entered four years prior, graduated. This was our best year ever, but we must all work to improve in this vital area. There will be approximately 20 faculty and 20 students selected at random to attend the Board of Trustees luncheon on February 18 at the Racquet Club. All are urged to speak what's in your heart. There will be 18 trustees present.

- IV. Dr. Ling stated the faculty members attending the luncheon will also be selected randomly (in addition to the faculty officers). He said the proposed new curriculum will be going to the individual department heads in the immediate future, will be discussed in the February Faculty Forum, and be submitted to the Academic Objectives Committee and ultimately to the faculty for adoption. Dr. Griffin and Dr. Ser have done an excellent job in drafting a proposal regarding oral and written communication to the Lilly Endowment Inc. and we expect a visit by a representative of that foundation in the near future.
- V. The proposed changes of the Bylaws revising the committee structure (agenda item III A and Annex A) were discussed at length, including the size and composition of the Graduate & Evening Programs Committee and also the applicability of AAUP regulations. Dr. Gallo moved to amend by adding the phrase "including salaries" to the last sentence of IX.3.D. The amendment passed. Dr. Wettstein moved the adoption of the changes approved by the Faculty Forum (middle section of Annex A of the agenda) regarding the Council acting as a nominating committee. After debate the changes were adopted. Mr. Taylor moved to delete the second sentence of the preamble to Article IX which reads "No faculty member shall serve on more than one standing committee at a given time." After discussion the amendment was adopted. A motion to call the previous question was passed. A point of order was raised regarding the presence of a quorum. The chair ruled that a quorum existed and his ruling was not contested. The motion to adopt the changes to the Bylaws as amended was passed with 4 negative votes. Attachment 1 to these minutes will replace the appropriate pages of the Handbook for Faculty. Holders of the Handbook are urged to make this change immediately.
- VI. The meeting adjourned at 5:16 PM. A taped record of the meeting is available in the College Archives.

Attachments: Pages 7-12B; 17-22A;
27, 28 of Faculty Handbook



GEL:br

ARTICLE VI

THE SENATE

Section 1. Responsibilities and Duties

The Senate shall act in behalf of the Faculty on all matters falling under the jurisdiction of the Faculty. (See Article III, Sections 1 through 4.) The Senate shall be accountable for its actions to the Faculty, and its actions shall be subject to appeal according to Article III, Section 6.

Section 2. Membership and Method of Selection

The membership of the Senate shall be representative of the constituencies of the College to present views of these segments on all matters under consideration, to initiate discussion, and to facilitate communication within the College community.

A. The following shall be members of the Senate by virtue of their office:

- The President of the Faculty
- The Vice-President of the Faculty
- The Secretary of the Faculty
- The President or Acting President of the College or his/her designated representative
- The Provost
- The Vice-Provost
- The Vice-President and Treasurer
- The Dean of Student Affairs
- The Dean of Continuing Education
- The Director, Patrick Air Force Base Branch of
- The President of the Rollins College Student Association
- The Vice-President of the Rollins College Student Association

B. The following shall be elected faculty members of the Senate:

- (1) Eight faculty members representing the four academic divisions of the College, with each division represented by two of its faculty members elected by the Faculty at its annual Spring Term meeting for staggered terms of two years. For each representative, two nominations for election to the Senate shall be submitted to the Faculty from each of the following divisions:

- HUMANITIES (English, Foreign Languages, Philosophy and Religion)
- EXPRESSIVE ARTS (Art, Music, Theatre Arts and Speech)
- SCIENCE AND MATHEMATICS (Biology, Chemistry, Mathematics, Physics)
- SOCIAL SCIENCES (Behavioral Science including Anthropology, Sociology, and Psychology; Education; Economics; History and Political Science; Area Studies)

- (2) One faculty member representing the libraries to be elected by the Faculty at its Spring Term meeting for a term of two years from two nominations made by the Council.
- (3) One faculty member representing the Department of Physical Education and Athletics to be elected by the Faculty at its Spring Term meeting for a term of two years from two nominations made by the Council.
- (4) Three faculty members elected from the Faculty-at-large for a one year term to be elected by the Faculty annually at its Spring Term meeting from nominations made by the Council of the Senate or from the Faculty, after election results to Senate membership - Article VI, Section 2.,B (1) through (3) - have been announced.
- (5) Four faculty members representing the four standing committees. Each standing committee shall elect a representative to the Senate at its spring organizational meeting for a one year term.

All elections of faculty members to the Senate shall be made by written ballot.

Nominations of divisional representatives and representatives of the Library faculty and the Physical Education and Athletics Department shall be made by the Council. The Council shall distribute lists of nominees to all faculty members at least one week before the Spring Term faculty meeting. Nominations may be made from the floor.

C. Elected Student Members of the Senate:

- (1)a. Four student members representing the four standing committees (Article IX, Sections 1-4). Each standing committee shall elect a representative to the Senate at its spring organizational meeting for a one year term.
- b. Eight student members shall be elected during the spring term of the preceding year from the Rollins Student Association for a one year term.
- c. Student representatives to the College Senate will assure a diverse representation by responsible communication and responsiveness to the wishes of their constituents in the most efficient manner possible. An elected member may succeed himself/herself, by re-election.
- (2) In addition, one student shall be elected who is enrolled in a graduate program and one student shall be elected who is enrolled in the Rollins College School of Continuing Education. These two students shall be elected for a one year term under procedures established by the Rollins College Student Association, the Dean of Continuing Education and the deans or directors of the graduate programs.

Section 3. Officers of the Senate

The President of the Faculty, the Vice President of the Faculty, and the Secretary of the Faculty shall serve as President, Vice-President, and Secretary of the Senate. Their responsibilities and duties are prescribed by Article V, Sections 1 through 5.

Section 4. Meetings of the Senate

- A. There shall be a regular meeting of the Senate once a month during the academic year. Special meetings may be held at any time during the academic year.
- B. Regular or special meetings shall be called by the President of the Faculty, or, in his/her absence by the Vice-President of the Faculty.
- C. A quorum for a Senate meeting shall consist of a simple majority of the voting members of the Senate.
- D. Robert's Rules of Order, when not in conflict with these Bylaws, shall be used as authority for the conduct of meetings of the Senate.

Section 5.

The new Senate shall constitute itself at the end of the academic year.

ARTICLE VII
THE COUNCIL OF THE SENATE

Section 1. Responsibilities and Duties

- A. The Council of the Senate shall have as its purpose and function to present for action to the Senate any policy recommended by committees of the College as well as by administrative officers of the College which concern the powers, responsibilities and duties entrusted to the Faculty by the Charter and the Trustee Bylaws.
- B. It shall be the duty of the Council to prepare an agenda for each meeting of the Faculty and the Senate and to distribute such agenda to all members of the Faculty and the Senate not later than one week prior to a scheduled meeting.
- C. The Council shall be responsible for instructing and informing all concerned agencies and officers of the College as well as all faculty members and students on all actions by the Faculty and the Senate.
- D. The Council shall be the nominating committee for the election of officers of the Faculty, for the representatives to the Senate of the academic divisions, for the faculty-at-large members of the Senate, and for the faculty members of the College Life and Professional Development Committees.
- E. In cases when standing committee jurisdiction and responsibility is doubtful, the Council shall assign matters under discussion to one or more of the four standing committees for study.
- F. The Council shall be empowered to act on behalf of the Senate when a quorum of the Senate cannot be assembled.
- G. The Council shall annually review these Bylaws and shall initiate necessary changes and revisions.
- H. The Council shall act as a judicial body, under procedures established by the Standing Committee on Professional Development and detailed in the AAUP Policy Documents and Reports, when serious or recurring complaints or charges are brought against a member of the Faculty. The Council shall recommend action to the President of the College.
- I. The Council shall act as the finance committee to the Senate.
 - (1) It shall review all recommended policy to be forwarded to the Senate and report on its potential financial impact.

- (2) Meeting with the various heads of departments and directors of programs each fall, it shall review the draft budget call and make such recommendations to the Treasurer as are deemed suitable. Prior to the first submission of the annual budget to the Budget Committee of the Board of Trustees, it shall review the budget requests and proposed administrative actions and make recommendations to the Treasurer.
- J. The Council shall have the authority to present recommendations directly to the Senate bypassing standing committee review, if by a two-thirds majority vote it considers the matter of such pressing importance that the delay resulting from following normal procedures would be detrimental to the College.
- K. The Council shall insure that the terms of faculty members on the standing committees will be staggered.
- L. The Council shall have the responsibility should any question of meaning arise to interpret actions taken by the faculty and the Senate and also these Bylaws subject to the restrictions set down in Article III, Section 6.

Section 2. Membership and Method of Selection

- A. The following shall be members of the Council by virtue of their office:

The President of the College (or his/her designated representative)
The Provost
The Vice-President and Treasurer
The President of the Faculty
The Vice-President of the Faculty
The Secretary of the Faculty
The President of the Rollins College Student Association

- B. The following shall be elected members of the Council:

Three faculty members of the Senate elected by the Senate.

- C. The elected members of the Council shall be elected by the Senate at the end of the academic year. Nominations shall be made from the floor. Elected members of the Council shall serve for a one year term.

When the Council is called upon to act as a judicial body, as defined in Article VII, Section 1, H, the following members of the Council will be excused:

- (1) The President of the College (or his/her designated representative) and the Vice-President and Treasurer.
- (2) Any elected faculty member who for personal reasons wishes disqualification.
- (3) No more than two elected faculty Council members may be excused from the judicial body by request of the subject(s) of the judicial proceedings. All excused faculty Council members are to be replaced by elected alternates; these alternates being chosen by the Senate in accordance with Article VII, Section 2, C, at the time of election of regular Council members.

The Provost will be included in judicial sessions as a non-voting member of the Council.

Section 3. Chairmanship of the Council

The President of the Faculty, and in his/her absence the Vice-President of the Faculty, shall be Chairperson of the Council.

Section 4. Meetings of the Council

The Council of the Senate shall meet on call of the Chairperson of the Council, but not less than twice each month of the academic year.

ARTICLE VIII

OFFICERS OF THE ADMINISTRATION, THEIR APPOINTMENT, DUTIES, POWERS, RESPONSIBILITIES, AND RETENTION

Section 1. The President of the College

Appointment

The President of the College is appointed by the Board of Trustees. The Board of Trustees will not appoint a candidate of whom the majority of the Senate disapproves.

A. Duties, Powers, and Responsibilities

- (1) The President of the College shall be responsible for the welfare of the College acting under authority granted him/her by the Charter of the College, the Bylaws of the Board of Trustees, and these Bylaws.
- (2) The President (or his/her designated representative) will be a member of the Faculty, the Senate, and the Council.
- (3) The President shall make all faculty appointments and promotions and shall determine faculty salaries upon recommendation of the Faculty Evaluation Committee, in the manner prescribed in Article X. The President of the College shall determine responsibilities, salaries, and promotions for all administrative officers.
- (4) The President shall appoint whatever administrative staff are deemed necessary and appropriate. Administrative officers and staff shall serve at the pleasure of the President of the College.

B. Emergency Authority

The President of the College in times of emergency may act, subject to limitations and appeals contained in these Bylaws, the Trustee Bylaws, and the Charter of the College, on any matter, and, if appropriate, should act in consultation with the Senate or Council.

Section 2. The Provost

Appointment

The Provost is appointed by the President of the College. Whenever the President considers a new candidate as Provost, the President will consult the Senate. He/she shall not appoint a candidate whom the majority of the Senate fails to ratify after examining his/her qualifications and after examining the candidate in person.

A. Duties and Powers

- (1) The Provost shall be the responsible officer in appropriate areas as designated in these Bylaws. He/she shall report directly to the President of the College. He/she shall be responsible for administering the curriculum; for faculty appointments; for coordinating all academic programs of the College; for institutional and faculty research; for maintenance of the academic standards of Rollins College; and for serving as Acting President in the absence of the President, unless prior designation has been made by the President; and such other duties as the President may prescribe.
- (2) Appointments to the following positions shall be made by the President in consultation with the Provost; the Vice-Provost, the Dean of Continuing Education; the directors and/or deans of the graduate programs; the Registrar, the Director of Music Activities; Director of the Annie Russell Theatre; Director of Museums; the Director of Libraries; Director of Physical Education; and the Director of Athletics.

B. Responsibilities of the Provost

The directors and/or deans of the graduate programs, the Vice-Provost, the Dean of Continuing Education, the Registrar, and Director of Music Activities, the Director of the Annie Russell Theatre, the Director of Museums, the Director of Physical Education, the Director of Athletics, and the Director of Libraries shall be directly responsible to the Provost and through him/her to the President.

Section 3. The Vice-Provost

Appointment

The Vice-Provost is appointed by the President upon recommendation of the Provost. The President will consult the Senate and will not appoint a candidate whom the majority of the Senate fails to ratify after examining his/her qualifications and after examining the candidate in person.

A. Duties, Powers, and Responsibilities

- (1) The Vice-Provost, working closely with the Provost, shall be responsible for the academic program of the College under the policies designated in these Bylaws. He/she shall be responsible for the daily administration of the academic programs, for administering policies governing teaching loads as determined by the Standing Committee on Educational Policy, for improvement of instruction, for the recruitment of faculty in consultation with the Provost and the department heads, and such other duties as the President of the College may prescribe.

- (2) He/she shall have full discretion to act within the policies established by the Faculty, the Provost, the President, and Board of Trustees.
- (3) The Vice Provost shall be directly responsible to the Provost and through him/her to the President of the College.

Section 4. The Dean of Continuing Education

Appointment

The Dean of Continuing Education is appointed by the President upon recommendation of the Provost. The President will consult the Council of the Senate and will not appoint a candidate whom the majority of the Council fails to ratify after examining his/her qualifications and after examining the candidate in person.

A. Duties, Powers, and Responsibilities

- (1) The Dean of Continuing Education shall be the responsible officer for Rollins College School of Continuing Education, the Patrick Air Force Base Branch, the School of Creative Arts, and all undergraduate extension programs of the

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Article IX

COMMITTEES OF THE COLLEGE

The Faculty, through the Senate and Council, as provided in these Bylaws, has delegated certain of its functions to standing committees. Faculty members shall be elected to standing committees of the College during the month of April. No faculty member may be nominated without his/her prior consent.

Section 1. The Standing Committee on Educational Policy

A. MEMBERSHIP: The membership shall consist of the Provost; the Vice Provost; the Director of Admissions; the Director of Libraries; and the Registrar (or their designated representatives); and sixteen faculty members, one elected from each department, including the Department of Physical Education. Eight students shall be elected by the Rollins Student Association to serve on this Committee.

B. TERM OF OFFICE: Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. REPRESENTATION: The Committee shall elect two representatives to the Senate as provided for in Article VI, Section 2, B (5) and Section 2, C (1a).

D. DUTIES AND RESPONSIBILITIES: The Standing Committee on Educational Policy shall establish and review academic goals and policies (except for the graduate and evening programs) regarding the curriculum, all matters relating to the libraries including the determination of financial needs for library materials and the allocation of funds, student admissions and financial aid, student scholarships, external scholarships, academic standards, the honors degree program and the honors at graduation program, academic advising, and faculty teaching loads.

E. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

F. PROCEDURES: The Standing Committee on Educational Policy shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such sub-committees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. **AUTHORITY:** The Committee will report to the College Senate on important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the faculty. Unless otherwise stated in these Bylaws, the Standing Committee on Educational Policy shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 2. The Standing Committee on College Life

A. **MEMBERSHIP:** The membership shall consist of the Provost (or his/her designated representative), the Dean of Student Affairs, the Dean of the Knowles Memorial Chapel, a representative of the development and public relations officials designated by the President of the College, and ten faculty members (two faculty members nominated by the Council from each Division, one from the Department of Physical Education and Athletics, and one from the library faculty, all to be elected by the faculty). Ten students shall be elected by the Student Association to serve on this committee.

B. **TERM OF OFFICE:** Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. **REPRESENTATION:** The Committee shall elect two representatives to the Senate as provided for in Article VI, Section 2, B (5) and Section 2, C (1a).

D. **DUTIES AND RESPONSIBILITIES:** The Standing Committee on College Life shall establish and review goals and policies regarding student life and co-curricular activities; student publications, intercollegiate, intramural, and recreational programs, in consultation with the Director of Athletics and the Director of Physical Education; student housing issues; student government; and college communications. The Committee shall elect two faculty representatives to attend meetings of the Student Association governing body and to act in an advisory capacity. It shall elect one faculty adviser to the Student Center's Board of Directors. It shall approve annually the appointments by the Publications Union of two faculty members to serve on that body. It shall elect from its membership three faculty members for the Faculty Appeals Board and shall establish and define rules of procedure for the Faculty Appeals Board.

E. **VACANCIES:** Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

F. PROCEDURES: The Standing Committee on College Life shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such subcommittees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the faculty. Unless otherwise stated in these Bylaws, the Standing Committee on College Life shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 3. The Standing Committee on Professional Development

A. MEMBERSHIP: The Standing Committee on Professional Development shall consist of the Provost (or his/her designated representative), ten faculty members (two faculty members nominated by the Council from each Division, one from the Department of Physical Education and Athletics, and one from the library faculty, all to be elected by the Faculty); and four students elected by the Student Association.

B. TERM OF OFFICE: Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. REPRESENTATION: The Committee shall elect two representatives to the Senate as provided for in Article VI, Section 2 B(5), and Section 2, C (1a).

D. DUTIES AND RESPONSIBILITIES: The Standing Committee on Professional Development shall establish and review criteria, standards and guidelines for faculty appointments, reappointments, granting of tenure, promotion, continuous tenure, professional ethics, and faculty evaluation within the framework of these Bylaws. In times of financial stress that affect the hiring or retention of faculty, the Standing Committee on Professional Development shall be consulted in three major areas: (1) the decision by the President and the Trustees that a condition of economic necessity exists or is imminent; (2) judgments determining where, within the overall academic program, termination of appointment may occur; (3) establishing of the criteria for identifying the individuals whose appointments are to be terminated. The Committee shall assure that the procedures shall be in accordance with regulation 4c of the AAUP Institutional Regulations on Academic Freedom and Tenure (AAUP Bulletin, Volume 60, No. 4, Winter 1974, pages 411 and 412). In addition, the Committee shall establish and review policy regarding faculty research; the faculty leave program; faculty attendance at professional meetings; and faculty non-academic concerns, reviewing biennially faculty fringe benefits, insurance and retirement plans and other faculty needs, including salaries.

E. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the President of the Student Association may appoint a student, upon approval of the Student Association governing body, to fill the vacancy until the next Student Association election. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

F. PROCEDURES: The Standing Committee on Professional Development shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such sub-committees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

G. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the faculty. Unless otherwise stated in these Bylaws, the Standing Committee on Professional Development shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 4. The Standing Committee on Graduate and Evening Programs

A. MEMBERSHIP: The Standing Committee on Graduate and Evening Programs shall consist of the Provost (or his/her designated representative); the deans or directors of the continuing education program and the graduate programs in business, education, and criminal justice; one full-time faculty member teaching in each of these programs elected by the faculty of that program; a student from each of these programs elected by the students of that program; the Director of the Patrick Air Force Base Branch; and two faculty-at-large elected by the Senate.

B. TERM OF OFFICE: Each faculty member shall be elected for a two-year term of office and each student for a one-year term of office.

C. DUTIES AND RESPONSIBILITIES: The Standing Committee on Graduate and Evening Programs shall be responsible for all matters relating to the graduate and evening programs, the School for Continuing Education, and the Patrick Air Force Base Branch, except those covered in other sections of these Bylaws.

D. VACANCIES: Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at the next meeting of that body. Should a student vacancy occur, the dean or director may appoint a student to complete the unexpired term. A majority of the Committee may require any member of the Committee to resign in the event of gross neglect of duties. A majority of the body represented by a faculty member or student member may recall their representative at any time.

E. PROCEDURES: The Standing Committee on Graduate and Evening Programs shall elect a chairperson and recording secretary from its membership. The Chairperson of the Committee shall be a faculty member. The Committee shall meet at least once each month of the academic year. It may establish such sub-committees as are deemed proper for the conduct of its business. The recording secretary shall keep minutes of each meeting and file copies of the minutes with the members of the Council.

F. AUTHORITY: The Committee will report to the College Senate any important decisions or deliberations, and the Chairperson of the Committee shall submit an annual written report to the Faculty. Unless otherwise stated in these Bylaws, the Standing Committee on Graduate and Evening Programs shall determine its own procedures and bylaws. Policies established by the Committee shall be subject to review and approval of the Senate.

Section 5. Special Committees

Special committees of the faculty, administration, trustees, and students may be created if deemed appropriate and necessary by the President of the College, President of the Faculty, or the Board of Trustees. Such committees shall continue in existence for one year or less should the assignments of the committee so appointed be completed in less than one year. Committees so appointed shall be approved and confirmed by the Senate.

ARTICLE X

FACULTY EVALUATION

Section 1. Faculty Evaluation Committee

A. Duties, Powers, and Responsibilities

- (1) Every member of the teaching faculty shall be subject to review by an evaluation committee, which shall be responsible for assisting in the professional development of each member of the faculty. The committee shall meet at least annually for the evaluation of non-tenured faculty. For the evaluation of tenured faculty, a meeting of the committee may be requested by the Provost, by a majority of the committee members, or by the faculty member to be evaluated.
- (2) The Faculty Evaluation Committee shall make recommendations to the President on matters relating to faculty reappointment, promotion, tenure and salary. Recommendations for improving teaching effectiveness may be made directly to the faculty member evaluated.

B. Membership

- (1) The membership shall consist of:
 - a. the Provost or the appropriate administrative representative;
 - b. the appropriate department head;
 - c. one tenured member of the appropriate department, who shall be elected to a two year term by a majority of the department;
 - d. one non-tenured member of the appropriate department, who shall be elected to a one year term by a majority of the department; and,
 - e. one faculty member outside the division, who shall be selected from a list of at least three nominees prepared by the department.
- (2) If no tenured member is available within the department as required in (1)c., a non-tenured member shall serve; if no non-tenured member is available within the department as required in (1)d., a tenured member shall serve.
- (3) An alternate member of the committee shall be designated to serve when any departmental member of the committee is being evaluated. He/she shall be appointed by the Provost to a two year term, and shall be selected from the candidate's department.

- (4) No faculty member shall serve on more than two evaluation committees.

Section 2. Authority

A. Faculty Appointments

- (1) All faculty appointments shall be made by the President upon recommendation of the Provost and the head of the department in which the appointment is to be made. The department head shall not recommend the appointment of anyone of whom a majority of the members of his/her department disapproves.
- (2) If a new appointment must be made during a vacation period when the members of the department cannot be consulted, the department head may recommend as he/she sees fit. If an appointment is made under such conditions, the other

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ARTICLE XI

FACULTY-STUDENT RELATIONSHIPS

Section 1. Code of Student Conduct

A. The administration of the Rollins Code of Student Conduct is delegated to the Rollins Student Association subject to the provisions of these Bylaws and the following additional provisions.

B. Faculty Appeals Board

(1) Membership

The Faculty Appeals Board shall consist of the Vice-President of the Faculty as Chairperson and three members of the faculty from the Standing Committee on College Life.

(2) Authority

The Faculty Appeals Board shall serve as an appeal hearing committee in all cases in which sanction from the Student Court involves suspension or dismissal; may review a case involving Student Court sanctions less severe than suspension or dismissal upon appeal by the student against whom the sanctions have been administered; and is restricted to rule only on: (a) methods and procedures of the Student Court and/or (b) sanctions imposed upon the appealing student by the Student Court; (c) evidence and testimony available to the Student Court. It shall refrain from hearing new evidence of any kind. Such evidence may be grounds for retrial in the Student Court but is not admissible to the appeals hearing of the Faculty Appeals Board.

(3) Appeal

The decisions of the Faculty Appeals Board are final unless reversed by the President of the College and/or the Executive Committee of the Board of Trustees.

ARTICLE XII

METHOD OF AMENDING BYLAWS

These Bylaws, or any provision thereof, may be abrogated or amended by the Trustees, or amended at any meeting of the Faculty by a two-thirds vote of the Faculty present and voting, providing that notice 10 days prior to the meeting shall contain a copy of the proposed amendment or amendments. The amendment ultimately made need not be in the exact form in which it was sent to each member as above provided, but must deal with the same subject matter; provided, however, that no amendment adopted by the Faculty shall become effective until approved by the Board of Trustees in either regular or special session, or by the Executive Committee of the Board of Trustees.